



TEXAS FACILITIES COMMISSION

P. O. Box 13047

Austin, Texas 78711-3047

REQUEST FOR QUALIFICATIONS  
FOR  
20-21 DEFERRED MAINTENANCE PROJECT  
IN CAPITOL COMPLEX BUILDINGS

RFQ #303-0-02039

PROJECT #20-011-5155

Posting Date: 7/27/2020

Submittal / Opening Date: 8/25/2020

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## SECTION I - GENERAL

1. **SCOPE:** In accordance with the provisions of Texas Government Code, Chapter 2254, Subchapter A, Professional Services, and Rules and Procedures adopted by the Texas Facilities Commission (TFC), TFC is requesting submittal of qualifications to provide prime professional architectural/engineering (A/E) services for Project #20-11-5155, Deferred Maintenance Project in Capitol Complex Buildings.
2. **CONTRACT TERM:** It is the intention of TFC to award a Contract for full prime professional architectural/engineering (A/E) services for the term of the project. Services undertaken pursuant to this RFQ will be required to commence within ten (10) calendar days of delivery of a Notice to Proceed. The Project associated with the services requested in this solicitation is anticipated to be six hundred (600) calendar days.
3. **STATE FUNDING:** This Contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, provisions of the Termination Article in the Professional Services Agreement shall apply.
4. **AGENCY POINT OF CONTACT:** The contact listed below shall be the sole point of contact during this solicitation. Any discussions regarding this solicitation with other agency personnel or TFC contractors, or sub-contractors may be grounds for disqualification.
  - A. Purchaser Name: James Gonzalez, CTCD, CTCM
  - B. Purchaser Phone: 512-936-0647
  - C. Purchaser Email: [james.gonzalez@tfc.state.tx.us](mailto:james.gonzalez@tfc.state.tx.us)
5. **DEFINITIONS:**
  - A. Addendum: A modification of the specifications issued by TFC.
  - B. Electronic State Business Daily (ESBD): the designated website where state agencies, universities, and municipalities post formal solicitations (over \$25K), addenda to posted solicitations, and awards. The link to the ESBD is <http://www.txsmartbuy.com/esbd>
  - C. Good Faith Effort: Effort required by vendors when completing the Attachment C, HUB Subcontracting Plan, which demonstrates the Respondent has completed one of the following for the planned subcontracting needs: A) Using strictly HUBs for all subcontracting needs, B) Meeting stated agency goal for HUB subcontracted needs using both HUB and Non-HUB vendors, C) Performing “Traditional Good Faith Effort” of notifying two minority/women trade organizations and soliciting bids from three HUBs for each subcontracting opportunity, and allowing seven business days for response, D) Self-Performing Contract (performing all work with own materials and labor), or E) Utilizing a Mentor Protégé relationship (a formal

agreement that is recognized by the State of Texas Comptroller of Public Accounts.

For a listing of Mentor Protégé agreements click on link:

<https://mycpa.cpa.state.tx.us/mentorprotege/ctg/menproPairs/>

- D. HUB Subcontracting Plan (HSP): The Historically Underutilized Business (HUB) Subcontracting Plan (HSP) required by Chapter 2161 of the Texas Government Code (TGC) and by Title 34, Part 1, Chapter 20, Subchapter D, §20.281- §20.298 of the Texas Administrative Code (TAC).
- E. Historically Underutilized Business (HUB): A business who certified with the Comptroller of Public Accounts by meeting the following requirements: 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman, and/or United States Veteran with a minimum 20% Disability rating; is an entity with its principal place of business in Texas; and has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity's affairs.
- F. HUB Subcontracting Plan (HSP): The Historically Underutilized Business (HUB) Subcontracting Plan (HSP) required by TGC, Chapter 2161 and by Title 34, Chapter 20, Part 1, Subchapter D, §20.281- §20.298 of the Texas Administrative Code (TAC).
- G. Owner: The Texas Facilities Commission.
- H. Project Manager: The individual designated by the Owner authorized to represent the Owner during the performance of the Contract.

## SECTION II - PROJECT DESCRIPTION

1. Provide prime professional Engineering and Architectural services for deferred maintenance MEP, Architectural, and Structural improvements and upgrades under one prime contract for multiple buildings including, but not limited to.
  - A. ARC - Lorenzo de Zavala Archives & Library 1200 Brazos Street
  - B. CSB – Central Services Building 1711 San Jacinto Blvd
  - C. INS – Insurance Building 1100 San Jacinto Blvd
  - D. INX – Insurance Annex 221 E 11<sup>th</sup> Street
  - E. JER – James E. Rudder Building 1019 Brazos Street
  - F. JHR – John H Reagan Building 105 West 15<sup>th</sup> Street
  - G. PDB – Price Daniel Building 209 West 14<sup>th</sup> Street
  - H. REJ – Robert E Johnson Building 1501 N Congress Ave
  - I. SCB – Supreme Court Building 201 W 14<sup>th</sup> Street
  - J. SFA – Stephen F Austin Building 1700 N Congress Ave
  - K. SHB – Sam Houston Building 201 East 14<sup>th</sup> Street
  - L. TJR – Thomas Jefferson Rusk Building 200 E 10<sup>th</sup> Street
  - M. WBT – William B Travis Building 1701 N Congress Ave
  - N. WPC – William P Clements Building 300 West 15<sup>th</sup> Street
  - O. Other Capitol Complex Buildings to be identified later

2. Approximate cost of construction for the aforementioned list of projects is estimated to be **fifteen million dollars (\$ 15,000,000.00)**.

### SECTION III - SCOPE OF SERVICES

1. The Project scope of work includes, but is not limited to, renovation/replacement of mechanical, electrical, and plumbing systems, life safety and fire protection systems, building envelopes, roofing, ADA compliance, architectural interiors, and other necessary incidental scopes of work related to or made necessary by the execution of the aforementioned building deficiencies.
2. Phase 1: Architectural and Engineering scope of services shall include, but not be limited to, the following:
  - A. Detailed on-site investigations, review of existing documents, verify and validate items in existing deficiencies list requested for correction. Deficiency list will be provided to the final selected firm.
  - B. A list of necessary testing and inspections to be provided to Owner including, but not limited to, ADA, Commissioning, Testing and Balancing, Environmental, and Construction Materials testing.
  - C. Assistance in evaluation and interview of Construction Manager-at-Risk selection.
  - D. Assistance to Construction Manager-at-Risk to prepare order-of-magnitude cost estimates for correction of deficiencies by repair or replacement, as recommended by the A/E.
  - E. Assistance in developing priorities for adjusting scope of work to match available funding.
  - F. Research, evaluate, and present to the Owner any energy conservation strategies and alternatives for consideration, including the availability of rebates from the local utility. If rebates are available, coordinate with the local utility to complete all necessary documentation to accomplish rebates.
  - G. Presentation of findings to Owner for review and approval. Upon acceptance of Phase 1 findings, and authorization by Owner, proceed with Phase 2.
3. Phase 2: Architecture and Engineering scope of services shall include, but not be limited to, the following:
  - A. Detailed design and documentation of construction plans and specifications.
  - B. Provide the Owner with a list of items to be tested and/or inspected including, but not limited to, ADA, Commissioning, Testing and Balancing, Environmental, and Construction Materials testing.

- C. Coordinate with third party commissioning agent throughout design and construction administration.
  - D. Assist Construction Manager-at-Risk during subcontractor solicitation for development of Guaranteed Maximum Price.
  - E. Construction Administration.
  - F. Warranty management.
  - G. Project closeout.
4. A/E services shall be offered with the understanding of full compliance with non-discrimination requirements of the State of Texas by the A/E.

## SECTION IV – SCHEDULE OF EVENTS

1. **SCHEDULE OF EVENTS:** TFC reserves the right to change the dates shown below.

EVENT	DATE	
Issue RFQ	7/27/2020	
Mandatory Pre-Submittal Conference (OR)	8/11/2020	Tuesday, 10:00 AM
Mandatory Pre-Submittal Conference	8/12/2020	Wednesday, 10:00 AM
Deadline for Submission of Questions	8/18/2020	
Deadline for Submission of Qualifications & HSP	8/25/2020	Tuesday @ 3:00 PM
Notification to Interview	9/03/2020	
<u>If Interviews are NOT required by TFC</u>		
Award by Commission	9/17/2020	
Execute Contract	10/05/2020	
<u>If Interviews are required by TFC</u>		
Interviews of short listed firms	9/10/2020	
Award by Commission	10/15/2020	
Execute Contract	11/02/2020	

Per Texas Government Code Chapter 2166.203, The Texas Facilities Commission is using the RFQ 'Issue Date' as noted in the Schedule of Events above as the official 30-day notification requirement for an interview with a design professional firm.

2. **MANDATORY PRE-SUBMITTAL TELECONFERENCES:** The mandatory pre-submittal conferences will be held on Tuesday, 8/11/2020 at 10:00 AM and Wednesday, 8/12/2020 at 10:00 AM. Pre-registration is required to participate in the

teleconference. Respondents must have an employee of their firm attend at least one (1) of the two (2) scheduled pre-submittal teleconferences. TFC shall reject submittals submitted by firms that did not attend one of the mandatory pre-submittal conferences.

**a) Pre-Registration is required**

b) Register in advance for the Tuesday, August 11, 2020 meeting with this link:

<https://zoom.us/meeting/register/tJAkdO2sqzwoHdfVDTp0ns1FmxPmZkloALHi>

c) Register in advance for the Wednesday, August 12, 2020 meeting with this link:

<https://zoom.us/meeting/register/tJUlcu6upzluGNKgd860UaELeO84wIfIOYMd>

3. Site Visit: There will be no site visit for this project.

## SECTION V – SUBMITTAL REQUIREMENTS

1. **GENERAL:** TFC is using the eProcurement Bonfire Interactive system. Respondents interested in submitting a response must register for a Bonfire account (no charge). Submittals must be submitted through TFC's Bonfire Portal at:

<http://tfcstate.bonfirehub.com>.

2. **REQUIRED DOCUMENTS:** Respondents shall upload their qualifications through the TFC Bonfire portal link as specified in item 2 of Attachment G – Bonfire Submission Instructions. Requested documentation includes:

A. Package 1 – Non-Scored Documentation:

- 1) Attachment A – Execution of Submittal
- 2) Acknowledgement of Addenda
- 3) Litigation History

B. Package 2 – HUB Documentation

- 1) Attachment C – HUB Subcontracting Plan

C. Package 3 – Scored Documentation

- 1) Company Information
- 2) Attachment B – A/E Questionnaire Form
- 3) Relevant Experience and Qualifications
- 4) Proposed Methodology
- 5) Quality Assurance/Quality Control

D. **Organization:** Document pages should be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the submittal.



- E. File Format: File format shall be as indicated in Attachment G – Bonfire Submission Instructions
- F. Submittal Costs: Respondents to this RFQ are responsible for all costs of submittal preparation and delivery.
3. **CONTENTS**: Below is a summary of required information. TFC reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the State. The Attachment A, Execution of Submittal, the Attachment B, A/E Questionnaire Form, and the Attachment C, HUB Subcontracting Plan shall be returned; failure to do so shall result in disqualification.
- A. Company Information: Including, but not limited to the following:
- 1) Company description;
  - 2) Ownership information;
  - 3) Physical and Mailing addresses;
  - 4) Other company locations/offices;
  - 5) Primary contact;
  - 6) Office and mobile telephone numbers, and email of primary contact; and
  - 7) 11-Digit State of Texas Taxpayer Vendor Identification Number.
- B. Relevant Experience & Qualifications: <60 pts.>
- 1) Proposed Project Team:
    - a. Provide an Organizational Chart for your proposed project team.
    - b. Provide résumés for each project team member and describe each member's responsibilities for the Project.
    - c. Detail previous experience of team members working together on projects, and the firm's previous experience working with major subconsultants proposed for this project. A matrix format is recommended.
  - 2) Location:
    - a. Identify the location of your company's office that will directly support the Project.
    - b. Explain how responsive service will be provided.
  - 3) Relevant Experience: Complete and submit the Attachment B, A/E Questionnaire Form. The form can be obtained electronically at the TFC website:  
<http://www.tfc.state.tx.us/divisions/facilities/prog/construct/formsindex/>  
Document #19, Index of Forms.

- a. For the five (5) most relevant projects completed within the last five years, Respondent shall demonstrate experience in meeting completion date schedules by providing the original duration and final duration on these five projects. Provide the location for each project. Provide appropriate explanation on the causation when a variance of 5% or more is experienced.
  - b. For the same five (5) most relevant projects completed within the last five years as above, Respondent shall demonstrate experience in maintaining budgets by providing the awarded budget and the final completion budget. Provide appropriate explanation on the causation when a variance of 5% or more is experienced.
  - c. In addition to the five most relevant projects detailed above, provide other pertinent project information, including past and current projects of comparable scope to the project solicited in this RFQ. Particularly indicate your firm's experience with the following:
    - (i) Architectural and engineering systems related to renovation in a secured and occupied multi-story building;
    - (ii) Project phasing;
    - (iii) Furniture move planning;
    - (iv) Elevator, security, plumbing, electrical, and mechanical systems; and
    - (v) Experience with third party Commissioning, Testing and Balancing, and materials testing agents
  - d. TFC will also consider the relevant experience and qualifications of major subconsultants/subcontractors, those proposed to perform approximately 15% or more of the project, listed on the Attachment C. HUB Subcontracting Plan. An Attachment B, A/E Questionnaire Form may be included in the submittal for each major subconsultants/subcontractors, and any additional company information provided as appropriate.
- 4) Minimum Qualifications:
- a. Out of State vendors doing business in Texas shall have a Certificate of Authority to do business in Texas. A copy of the certificate shall be submitted with the submittal.
  - b. Negative responses and experiences from state client agencies, regulatory agencies, and TFC, which are familiar with firm's performance, depending on problems encountered, may be grounds for disqualification.
  - c. In accordance with Texas Occupations Code Title 6, Subchapter I § 1001.405. Practice by Business Entity; Registration, all Engineering firms submitting a response to this request for Qualifications must maintain current "business entity registration" with the Texas Board of Professional Engineers

concurrent with their submission of said response and, if selected, through the term of the Contract. Provide a copy of your company TBPE Certificate of Registration with your response.

- d. In accordance with Texas Administrative Code Title 22, Part 1, Chapter 1, Subchapter G, Rule §1.124, Business Registration, all Architectural firms submitting a response to this Request for Qualifications must maintain current “business entity registration” with the Texas Board of Architectural Examiners concurrent with their submission of said response and, if selected, through the term of the Contract. Provide a copy of your company TBAE Certificate of Registration with your response.
- C. Proposed Methodology: <20 pts.> Provide an outline of your firm’s process to implement the requirements of the RFQ Scope of Work into a finished project. Specifically, how will your firm approach and develop the various design challenges into one achievable, compliant and coherent project. This shall include, but not be limited to, the following:
- 1) processes and techniques used to understand the Statement of Work,
  - 2) problem solving,
  - 3) value engineering,
  - 4) maintaining budgets,
  - 5) maintaining schedules,
  - 6) staff sizing and roles,
  - 7) company workload in proportion to the project outlined in the Statement of Work,
  - 8) coordination of work with consultants,
  - 9) coordination with third party consultants, and
  - 10) coordination of work in a secured and occupied multi-story building.
- D. Quality Assurance / Quality Control: <20 pts.>
- 1) Provide a description of your firm’s quality assurance program. Provide the name and job title of the person in your organization who oversees your quality assurance program. TFC reserves the right to require a copy of your Quality Control Manual and Quality Assurance Processes, which, if contracted, will become a Contract document.
  - 2) Respondent shall describe its quality requirements and means of measurement. Provide a process flow chart on how quality is maintained and achieved.

- 3) Respondent shall describe the firm's policy regarding establishing quality control processes similar to ISO 9000 and other in-place controls for adherence to budget, quality, safety and schedule.

D. Litigation History: <Pass/Fail>

- 1) Provide details of all past or pending litigation or claims filed against Respondent that may affect performance under a contract with TFC.
- 2) Respondents involved in litigation with owners or Architect/Engineer firms may be disqualified.

E. Attachment A, Execution of Submittal: Failure to sign and return the Execution of Submittal shall result in rejection of the response.

F. Addenda Acknowledgment: Receipt of all addenda to this RFQ should be acknowledged by returning a signed copy of each addendum signature page with the response. Any amendment to this procurement solicitation will be posted as an addendum on the ESBD. It is the responsibility of interested parties to periodically check the ESBD for updates to the solicitation prior to solicitation submittal. Respondent's failure to periodically check the ESBD will in no way release the selected vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFQ.

G. Attachment C, HUB Subcontracting Plan: Submittal Requirements: In accordance with the Texas Government Code (TGC), Sections 2161.181-182 and Title 34, Part 1, Chapter 20, Subchapter D, §20.281- §20.298 of the Texas Administrative Code (TAC), the TFC shall make a Good Faith Effort to utilize HUBs in contracts for general services, construction services, professional and consulting services, and commodities contracts. Failure to complete and return the Attachment C, HUB Subcontracting Plan shall result in rejection of the response. The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the following HUB utilization goals as specified in 34 TAC § 20.284:

- (a) 11.2% for heavy construction other than building contracts,
  - (b) 21.1% for all building construction,
  - (c) 32.9% for all special trade construction contracts,
  - (d) 23.7% for professional services contracts,**
  - (e) 26.0% for all other services contracts, and
  - (f) 21.1% for commodities contracts
- 2) Statement of Probability: TFC has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, a HUB Subcontracting Plan (HSP) is required as a part of the Respondent's Submittal. The awarded Respondent shall develop and administer an HSP as a part of the Respondent's Contract.

- 3) As mandated by 34 TAC § 20.285 Respondents must submit an Attachment C, HSP that identifies all subcontracting items and complies with good faith effort requirements of the Attachment C, HSP, and in accordance with the Comptroller of Public Accounts HUB rules 34 TAC §20.285 (d).
- 4) Pursuant to TGC § 2161.252(B), the Texas Facilities Commission shall reject any response that does not include a fully completed HSP. An incomplete HSP is considered a material failure to comply with the solicitation requirements.
- 5) The HSP shall become a provision of the Contract between the awarded Respondent and TFC. The awarded Respondent can only change the HSP if (a) the Respondent complies with 34 TAC Section 20.285; (b) the Respondent provides its proposed changes to TFC for review; (c) TFC approves the Respondent's proposed changes to its HSP; and (d) TFC and the Respondent amends their Contract by submitting a revised HUB Subcontracting Plan containing the changes approved by TFC.
- 6) If TFC determines that the Respondent failed to implement the HSP in good faith, TFC, in addition to any other remedies, may report nonperformance to the Texas Comptroller in accordance with 34 TAC, Section 20.285, (g) (5).
- 7) HUB subcontracting opportunities may be available in the following commodity class/item codes and descriptions: The list below contains the 'Class' (three-digit) and 'Item' (two-digit) codes of potential subcontracting trades for this solicitation. These codes are defined by the National Institute of Governmental Purchasing (NIGP). A complete listing of all NIGP Class & Item Codes can be found at: <https://comptroller.texas.gov/purchasing/nigp/>

<b>CLASS-ITEM</b>	<b>DESCRIPTION</b>
906-44	Heating; Ventilating, Air Conditioning – Architectural Services
906-52	Interior Design and Space Planning
906-58	Lighting (Interior, Exterior) – Architectural Services
906-78	Security Systems – Architectural
907-38	Drafting Services
918-25	Compliance Consulting, American Disabilities Act (ADA)
925-33	Engineering Services, Professional
925-67	Mechanical Engineering
925-88	Structural Engineering

- 8) If assistance is needed in preparing the HUB Subcontracting Plan, potential Respondents may contact Yolanda Strey by email at [HUB@tfc.state.tx.us](mailto:HUB@tfc.state.tx.us)
- 9) Requirement to Utilize HUB Compliance Reporting System. Pursuant to Texas Administrative Code, Title 34 §§ 20.85(f)(1)(2) and 20.287(b), TFC administers monthly HSP-PAR compliance monitoring through a HUB Compliance Reporting System commonly known as B2G. The successful Respondent and any

subcontractors must submit required PAR information into the B2G system. Any delay in the timely submission of PAR information into the B2G system will be treated as an invoicing error subject to dispute under Tx. Gov't Code Section 2251.042.

**4. INQUIRIES**

- A. All inquiries shall be submitted in writing to purchaser identified above.
- B. All inquiries submitted by email shall be in an editable format, i.e. typed in an email or submitted in Microsoft Word, as opposed to an un-editable format such as Adobe Acrobat .pdf files.
- C. All inquiries will result in written responses with copies posted to the ESBD at: <http://www.txsmartbuy.com/esbd>. If Respondents do not have Internet access, copies may be obtained through the point of contact listed above.
- D. Any Respondents finding discrepancies between the provided documents, or in doubt as to their exact meaning, shall notify TFC at once. TFC may then, as an option, issue addenda clarifying the same. TFC is not responsible for oral instructions or for misinterpretation of the drawings and specifications.
- E. Upon issuance of this RFQ, beside written inquiries as described above, other employees and representatives of TFC and the using agency will not answer questions or otherwise discuss the contents of the RFQ with any potential Respondent. This restriction does not preclude discussions with TFC for the purpose of conducting business unrelated to this submittal. Failure to observe this restriction may be grounds for disqualification.

**5. SUBMISSION DEADLINES**

- A. Submittals shall be uploaded via the Bonfire link in Attachment G – Bonfire Submission Instructions by 3:00 PM on the date specified in the Schedule of Events above. In order to ensure that all documents are submitted before the deadline, TFC recommends beginning the upload process well in advance of the deadline to allow enough time to upload the documents into the Portal.
- B. Follow the submittal instructions specified in the Attachment G – Bonfire Submission Instructions.
- C. Facsimile and email submittals are not acceptable responses to the RFQ.
- D. Respondents having difficulty using the Bonfire portal should contact support using the contact information within Attachment G – Bonfire Submission Instructions. If unable to upload the documents to the Bonfire Portal, contact the Purchaser prior to the deadline to make alternate arrangements. Failure to contact the Purchaser prior to the deadline will result in deeming submittal non-responsive or late.
- A. TFC will not consider any submittal that bears a copyright. As a state agency, TFC will strictly adhere to the requirements of Chapter 552 of the Texas Government Code (the "Texas Public Information Act") regarding the disclosure of public

information. As a result, by participating in this solicitation process Respondent acknowledges that all information, documentation, and other materials submitted in response to this solicitation may be subject to public disclosure under the Texas Public Information Act. TFC does not have authority to agree that any information submitted will not be subject to disclosure. Disclosure is governed by the Texas Public Information Act. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this process and to take precautions to safeguard trade secrets and proprietary or otherwise confidential information. TFC assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Respondents. If it is necessary for Respondent to include trade secrets or proprietary or otherwise confidential information in its submittal, Respondent must clearly mark in bold red letters the term **“CONFIDENTIAL”** using at least **14 point font**, on that specific part or page of the submittal which Respondent believes to be confidential. All submittals and parts of submittals that are not marked confidential will be automatically considered to be public information. Should trade secrets or proprietary or otherwise confidential information be included in the submitted electronic copy as referenced above, Respondent should mark the medium with the word **“CONFIDENTIAL.”** If TFC receives a public information request seeking information marked by Respondent as confidential, Respondent will receive notice of the request as required by the Texas Public Information Act. If TFC receives a public information request for submittals and parts of submittals that are not marked confidential, the information will be disclosed to the public as required by the Texas Public Information Act. **Do not mark your entire proposal as “CONFIDENTIAL.”**

#### 6. **RECEIPT OF SUBMITTALS**

- A. Submittals will be received until the date and time established for receipt, then the portal will close. Only the names of the Respondents will be made public. Tabulations will not be divulged until after contract award.
- B. All submittals shall become the property of the State of Texas after the deadline/opening date.
- C. Submittal shall constitute an offer for a period of ninety (90) days or until selection is made by TFC.

### SECTION VI - EVALUATION AND AWARD

1. It is the intent of TFC to award a to the Respondent whose qualifications are considered to be ‘most qualified’ for the services solicited in this RFQ.
2. TFC reserves the right to make a determination to cancel the solicitation and not make a recommendation for an award.
3. An evaluation committee will be established to evaluate the submittals. The committee will include employees of TFC and may include other impartial individuals who are not

TFC employees. By submitting qualifications in response to this RFQ, the Respondent accepts the solicitation and evaluation process and acknowledges and accepts that scoring of the submittals may involve some subjective judgments by the evaluation committee.

4. The evaluation committee will evaluate and score each submittal based on the following criteria:

<b>Criteria</b>	<b>Weight</b>
Company Information	0 points
Relevant Experience and Qualifications	60 points
Proposed Methodology	20 points
Quality Assurance/Quality Control	20 points
Litigation History	Pass/Fail
HUB Subcontracting Plan	Pass/Fail
<b>Total</b>	<b>100 points</b>

5. When considering best value and award, TFC reserves the right to set a minimum requirement regarding the weighted criteria listed in paragraph 4 above.
6. The evaluation committee will determine if interviews/discussions are necessary. Award of a contract may be made without interviews/discussions if in the best interest of the state. The evaluation committee may determine that discussions are necessary to clarify or verify a written submittal. TFC may, at its discretion, elect to have Respondents provide oral presentations/interviews of their submittal. Scoring of the interview shall replace the initial scoring of the submittal. The following will be expected during an interview:
- A. A short presentation detailing company history and projects relevant to the current project, and confirmation of information presented in the submittal.
  - B. Attendance by team members assigned to the project to represent themselves as to their relative experience and proposed involvement in the project. Representation by the Project Manager is essential in this interview.
  - C. An agenda for the interview will be provided by TFC requiring an elaboration of company relevant experience, proposed methodology, and quality program for the Project.
7. Giving priority in order of the ranking determined by the scores, TFC will undertake to negotiate a professional architectural/engineering agreement with the firm which is evaluated as the highest scoring firm, deemed the best value to the State. If the agreement cannot be executed, the negotiations will be formally terminated and TFC will attempt to negotiate an agreement with the next firm in order of scoring until an agreement is reached or the list is exhausted, upon which the solicitation will be cancelled and may be re-issued.



8. In evaluating submittals to determine the best value for the State of Texas, TFC may consider information related to past contract performance of a Respondent including, but not limited to, the Vendor Performance Tracking System, available at <http://www.txsmartbuy.com/vpts>. Prior work performance with TFC, and other State agencies or governmental entities which are familiar with a Respondent's performance, depending on problems encountered, may be grounds for disqualification.

## SECTION VII – POST SUBMITTAL REQUIREMENTS

### 1. **ADDITIONAL DOCUMENTATION FROM SELECTED FIRM:**

- A. Professional liability insurance in a minimum amount of \$1,000,000 and other standard business insurance coverage, as may be required by the Contract.
- B. Should the award amount be equal to or greater than \$500,000.00, Respondent shall be required to file a Disclosure of Interested Parties , Form 1295 with the Texas Ethics Commission.
- C. Execution of an appropriate professional services contract.

2. **RIGHT TO AUDIT:** Vendor understands that acceptance of funds under this Contract acts as acceptance of the authority of the State Auditor's Office, TFC or any successor agency, to conduct an audit or investigation in connection with those funds. Vendor further agrees to cooperate fully with the above parties in the conduct of the audit or investigation, including providing all records requested. Vendor shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the vendor and the requirement to cooperate is included in any subcontract it awards.

3. **PUBLIC DISCLOSURE:** No public disclosures or news releases pertaining to this Contract shall be made without prior written approval of TFC.

4. **PROTESTS:** Protests filed in accordance with this solicitation shall be governed by TAC Title 1, Administration, Part 5 Texas Facilities Commission, Chapter 111 Administration, Subchapter C Complaints and Dispute Resolution, §111.32 Protests/Dispute Resolution/Hearings.

5. **ORDER PRECEDENCE:** In the event of conflicts or inconsistencies between this Contract and its exhibits or attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority: Signed Contract (or Notice of Award), Amendments to the Contract (or Notice of Award), Request for Qualifications, and Respondent's Response to Request for Qualifications.

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## ATTACHMENT A - EXECUTION OF SUBMITTAL

NOTE: FAILURE TO SIGN AND RETURN THE EXECUTION OF SUBMITTAL SHALL RESULT IN REJECTION OF THE RESPONSE.

**By signature hereon, the respondent affirms that:**

### **RESPONDENT AFFIRMATIONS:**

1. Having carefully reviewed the RFQ, the Contract, and all other Attachments, as well as the premises and conditions affecting the work, if selected, Respondent hereby agrees to enter into negotiations with TFC and to refine the scope, and if agreement is reached, furnish proposal, furnish required proof of insurance, and execute the Attachment D – Professional Services Agreement.
2. Standard of Care for Architectural and Engineering Contractors: Pursuant to Section 2254.0031 of the Texas Government Code, which incorporates by reference Section 271.904(d) of the Texas Local Government Code, Respondent shall perform services (1) with professional skill and care ordinarily provided by competent engineers or architects practicing under the same or similar circumstances and professional license, and (2) as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer or architect.
3. False Statements: Respondent represents and warrants that all statements and information prepared and submitted in this document are current, complete, true, and accurate. Submitting a Response with a false statement or material misrepresentations made during the performance of a contract is a material breach of contract and may void the submitted Response and any resulting contract.
4. Buy Texas Affirmation: In accordance with Section 2155.4441 of the Texas Government Code, Respondent agrees that during the performance of a contract for services it shall purchase products and materials produced in Texas when they are available at a price and time comparable to products and materials produced outside this state.
5. Dealings with Public Servants Affirmation: Respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.
6. Antitrust Affirmation: The undersigned affirms under penalty of perjury of the laws of the State of Texas that (1) in connection with this Response, neither I nor any representative of the Respondent have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15; (2) in connection with this Response, neither I nor any representative of the Respondent have violated any federal antitrust law; and (3) neither I nor any representative of the Respondent have directly or indirectly communicated any of the contents of this Response to a competitor of the Respondent or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Respondent.
7. Texas Bidder Affirmation: Respondent certifies that if a Texas address is shown as the address of the Respondent on this Response, Respondent qualifies as a Texas Bidder as defined in Section 2155.444(c) of the Texas Government Code.
8. Financial Participation Prohibited: Pursuant to Section 2155.004(a) of the Texas Government Code, Respondent certifies that neither Respondent nor any person or entity represented by Respondent has received compensation from Agency to participate in the preparation of the

specifications or solicitation on which this Response or contract is based. Under Section 2155.004(b) of the Texas Government Code, Respondent certifies that the individual or business entity named in this Response or contract is not ineligible to receive the specified contract and acknowledges that the contract may be terminated and payment withheld if this certification is inaccurate.

9. Executive Head of a State Agency Affirmation: In accordance with Section 669.003 of the Texas Government Code, relating to contracting with the executive head of a state agency, Respondent certifies that it is not (1) the executive head of the TFC (2) a person who at any time during the four years before the date of the contract was the executive head of the TFC, or (3) a person who employs a current or former executive head of the TFC.
10. Former Agency Employees: In accordance with Section 2252.901 of the Texas Government Code, Respondent represents and warrants that for professional services contracts as described by Chapter 2254 of the Texas Government Code, if a former employee of TFC was employed by Respondent within one year of the employee's leaving the agency, then such employee will not perform services on projects with Respondent that the employee worked on while employed by TFC.
11. Employment Restrictions for Former Employees: Respondent acknowledges that, pursuant to Section 572.069 of the Texas Government Code, a former state officer or employee of TFC who during the period of state service or employment participated on behalf of TFC in a procurement or contract negotiation involving Respondent may not accept employment from respondent before the second anniversary of the date the officer's or employee's service or employment with TFC ceased.
12. Foreign Terrorist Organizations: Respondent represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.
13. Human Trafficking Prohibition: Under Section 2155.0061 of the Texas Government Code, the Respondent certifies that the individual or business entity named in this Response or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
14. Prior Disaster Relief Contract Violation: Sections 2155.006 and 2261.053 of the Texas Government Code, prohibit state agencies from accepting a Response or awarding a contract that includes proposed financial participation by a person who, in the past five years, has been convicted of violating a federal law or assessed a penalty in connection with a contract involving relief for Hurricane Rita, Hurricane Katrina, or any other disaster, as defined by Section 418.004 of the Texas Government Code, occurring after September 24, 2005. Under Sections 2155.006 and 2261.053 of the Texas Government Code, Respondent certifies that the individual or business entity named in this Response or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
15. Fraud, Waste, or Abuse: Respondent understands that TFC does not tolerate any type of fraud. The agencies' policy is to promote consistent, legal, and ethical organizational behavior by assigning responsibilities and providing guidelines to enforce controls. Violations of law, agency policies, or standards of ethical conduct will be investigated, and appropriate actions will be taken. All employees or contractors who suspect fraud, waste or abuse (including employee misconduct that would constitute fraud, waste, or abuse) are required to immediately report the questionable activity to both the TFC Office of Internal Audit at 1-512-

463-1069 and the State Auditor's Office at 1-800-TX-AUDIT(892-8438).

16. Deceptive Trade Practices: Unfair Business Practices: Respondent represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under Tex. Bus. & Com. Code, Chapter 17, or allegations of any unfair business practice in any administrative hearing or court suit and that Respondent has not been found to be liable for such practices in such proceedings. Respondent certifies that it has no officers who have served as officers of other entities who have been the subject of allegations of Deceptive Trade Practices violations or allegations of any unfair business practices in an administrative hearing or court suit and that such officers have not been found to be liable for such practices in such proceedings.
17. Public Information Act: Respondent understands that Agency will comply with the Texas Public Information Act (Chapter 552 of the Texas Government Code) as interpreted by judicial rulings and opinions of the Attorney General of the State of Texas. Information, documentation, and other material in connection with this Solicitation or any resulting contract may be subject to public disclosure pursuant to the Texas Public Information Act. In accordance with Section 2252.907 of the Texas Government Code, Respondent is required to make any information created or exchanged with the State pursuant to the contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the State.
18. Employment of Lobbyist: Respondent represents and warrants that payments to Respondent and Respondent's receipt of appropriated or other funds under any contract resulting from this Solicitation are not prohibited by Sections 556.005, 556.0055, or 556.008 of the Texas Government Code (relating to use of appropriated money or state funds to employ or pay lobbyists, lobbying expenses, or influence legislation).
19. Disclosure of Interested Parties: Respondent represents and warrants that all certifications, representations, warranties, and other provisions in this Execution of Submittal apply to Respondent and all of Respondent's principals, officers, directors, shareholders, partners, owners, agents, employees, subcontractors, independent contractors, and any other representatives who may provide services under, who have a financial interest in, or otherwise are interested in this Solicitation or any contract resulting from this Solicitation. Respondent represents and warrants that if selected for award of a contract as a result of the Solicitation, Respondent will submit to Agency a Certificate of Interested Parties prior to contract execution in accordance with Section 2252.908 of the Texas Government Code
20. Debts and Delinquencies Affirmation: Respondent agrees that any payments due under the contract shall be directly applied towards eliminating any debt or delinquency it has to the State of Texas including, but not limited to, delinquent taxes, delinquent student loan payments, and delinquent child support.
21. Texas Corporate Franchise Tax Certification: Respondent represents and warrants that it is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171 of the Texas Tax Code.
22. Contracting Information Responsibilities: In accordance with Section 552.372 of the Texas Government Code, Respondent agrees to (1) preserve all contracting information related to the contract as provided by the records retention requirements applicable to the TFC for the duration of the contract, (2) promptly provide to the TFC any contracting information related to the contract that is in the custody or possession of the Respondent on request of the TFC, and (3) on termination or expiration of the contract, either provide at no cost to the TFC all contracting

information related to the contract that is in the custody or possession of the Respondent or preserve the contracting information related to the contract as provided by the records retention requirements applicable to the TFC. Except as provided by Section 552.374(c) of the Texas Government Code, the requirements of Subchapter J, Chapter 552, Government Code, may apply to the contract and the Respondent agrees that the contract can be terminated if the Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.

23. Cybersecurity Training: If Respondent has access to any state computer system or database, Respondent shall complete cybersecurity training and verify completion of the training program to the TFC pursuant to and in accordance with Section 2054.5192 of the Government Code.
24. Disaster Recovery Plan: Upon request of Agency, Respondent shall provide copies of its most recent business continuity and disaster recovery plans.
25. Excluded Parties: Respondent certifies that it is not listed in the prohibited vendors list authorized by Executive Order No. 13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism", published by the United States Department of the Treasury, Office of Foreign Assets Control.
26. Suspension and Debarment: Respondent certifies that the offering entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity. Entities ineligible for federal procurement are listed at <http://www.sam.gov>. Prior to awarding state funds for goods and/or services rendered, TFC will conduct a required search of your firm using the Federal System for Award Management (SAM). This is a Federal government-maintained database that records and tracks organizations either known to or suspected of contributing to terrorist organizations. No state funds may be paid to an individual or firm whose name appears on this list.
27. E-Verify Program: Respondent certifies that for contracts for services, Respondent shall utilize the U.S. Department of Homeland Security's E-Verify system during the term of the contract to determine the eligibility of:
  1. all persons employed by Respondent to perform duties within Texas; and
  2. all persons, including subcontractors, assigned by Respondent to perform work pursuant the contract within the United States of America.
28. Excess Obligations Prohibited: Respondent understands that all obligations of TFC under the contract are subject to the availability of state funds. If such funds are not appropriated or become unavailable, the contract may be terminated by TFC.
29. Child Support Obligation Affirmation: Under Section 231.006(d) of the Texas Family Code, regarding child support, Respondent certifies that the individual or business entity named in this Response is not ineligible to receive the specified payment and acknowledges that the contract may be terminated and payment may be withheld if this certification is inaccurate. Furthermore, any Respondent subject to Section 231.006 of the Texas Family Code, must include in the Response the names of each person with at least 25% ownership of the business entity submitting the Response. If selected for award, Respondent shall provide TFC Procurement the Social Security number(s) of the individual(s) listed below.

Firm Owner(s), Partners, Sole Proprietors, Share Holder(s) of  
twenty-five percent (25%) interest or more:

## Deferred Maintenance Project in Capitol Complex Bldgs.

Name: _____	Name: _____
Name: _____	Name: _____

30. Entities that Boycott Israel: Pursuant to Section 2271.002 of the Texas Government Code, Respondent certifies that either (i) it meets an exemption criteria under Section 2271.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. Respondent shall state any facts that make it exempt from the boycott certification in its Response.
31. Damage to Government Property: In the event of loss, destruction or damage to any TFC or State of Texas property by Respondent or Respondent's employees, agents, subcontractors, and suppliers, Respondent shall be liable to TFC and the State of Texas the full cost of repair, reconstruction or replacement of the lost, destroyed or damaged property. Respondent will reimburse TFC and the State of Texas for such property damage within ten (10) calendar days after Respondent's receipt of TFC's notice of amount due.
32. Change in Law and Compliance with Laws: Respondent shall comply with all laws, regulations, requirements and guidelines applicable to a vendor providing services and products required by the contract to the State of Texas, as these laws, regulations, requirements and guidelines currently exist and as amended throughout the term of the contract. Agency reserves the right, in its sole discretion, to unilaterally amend the contract prior to award and throughout the term of the contract to incorporate any modifications necessary for Agency's compliance, as an agency of the State of Texas, with all applicable state and federal laws, regulations, requirements and guidelines.
33. No Conflicts of Interest: Respondent has disclosed in writing to TFC all existing or potential conflicts of interest relative to the performance of the contract. Any existing or potential conflicts of interest shall be disclosed and attached to this Execution of Proposal.
34. Terms and Conditions Attached to Response: Any terms and conditions attached to a Response will not be considered unless specifically referred to in the Response.

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35. Signature Authority: By submitting the Response, Respondent represents and warrants that the individual submitting this document and the documents made part of this Response is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract that may result from the submission of this Response.

**RESPECTFULLY SUBMITTED:**

Legal Entity Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Respondent's Corporate Charter No.: \_\_\_\_\_

\*Texas Identification Number (TIN)

If a Corporation, attach a corporation resolution or other official corporate documentation, which states that person signing this proposal is an authorized person to sign for and legally bind the corporation.

\*The Texas Identification Number if the taxpayer number assigned and used by the Texas Comptroller of Public Accounts. Enter this number in the space provided above. If this number is not known, complete the following:

Enter your Federal Employer's Identification Number \_\_\_\_\_

**Sole owner shall also be required to submit Social Security Number upon award.**

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## ATTACHMENT B - A/E QUESTIONNAIRE FORM

The form can be obtained electronically at the TFC website:

<http://www.tfc.state.tx.us/divisions/facilities/prog/construct/formsindex/>

Document #19, Index of Forms.

## ATTACHMENT C – HUB SUBCONTRACTING PLAN

Posted on the ESBD

## ATTACHMENT D – PROFESSIONAL SERVICES AGREEMENT

Posted on the ESBD

2015 Uniform General Conditions (Document #5C), Supplementary General Conditions (Document #5D), and the A/E Guidelines (Document #18) can be obtained electronically at the TFC website:

<http://www.tfc.state.tx.us/divisions/facilities/prog/construct/formsindex/>

## ATTACHMENT E – TFC CRIMINAL BACKGROUND CHECK AND APPLICATION GUIDELINES

The guidelines can be obtained electronically at the TFC website:

<http://www.tfc.state.tx.us/divisions/facilities/prog/construct/formsindex/>

(Document #5E)

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## ATTACHMENT F – PROJECT DESCRIPTION

20- XXX_XXXX		FY20-21 DM Multiple Bldg. Project - CC	
1	Repairs or Rehabilitation	<b>ARC</b> - Repairs to Life Safety and Fire Protection Systems, Security Systems (I-A), Repairs to Building Envelope and Roofing (II-B)	\$ 2,470,864
1	Repairs or Rehabilitation	<b>CSB</b> - Repairs to Life Safety and Fire Protection Systems, Security Systems (I-A, II-A), Repairs to Mechanical Systems (I-B, II-B)	\$ 3,083,377
1	Repairs or Rehabilitation	<b>INS</b> - Repairs to Mechanical, Electrical and Plumbing Systems, Life Safety and Fire Protection Systems, Security Systems, Elevators, Building Envelope, Accessibility Compliance (I-A, II-A), Repairs to Mechanical, Electrical and Plumbing Systems, Building Envelope (I-B, II-B)	\$ 3,435,801
1	Repairs or Rehabilitation	<b>INX</b> - Repairs to Mechanical Systems, Life Safety and Fire Protection Systems, Security Systems, and Architectural Interiors and Finishes (I-A, II-A)	\$ 454,243
1	Repairs or Rehabilitation	<b>JER</b> - Repairs to Mechanical and Electrical Systems, Life Safety and Fire Protection Systems, Security Systems, Architectural Interiors and Finishes (I-A)	\$ -
1	Repairs or Rehabilitation	<b>JHR</b> - Repairs to Architectural Interiors and Finishes, Security Systems, Accessibility Compliance (I-A, II-A), Repairs to Electrical Systems (II-B)	\$ -
1	Repairs or Rehabilitation	<b>PDB</b> - Accessibility Compliance (I-A), Repairs to Mechanical and Plumbing Systems, Security Systems (I-B, II-B)	\$ 751,892
1	Repairs or Rehabilitation	<b>REJ</b> - Repairs to Mechanical Systems, Security Systems, Building Envelope, Architectural Interiors and Finishes, Accessibility Compliance (I-A, II-A), Repairs to Mechanical and Plumbing Systems (II-B)	\$ -
1	Repairs or Rehabilitation	<b>SCB</b> -Repairs to Life Safety and Fire Protection Systems, Accessibility Compliance (II-A)	\$ -
1	Repairs or Rehabilitation	<b>SFA</b> - Repairs to Mechanical, Electrical and Plumbing Systems, Life Safety and Fire Protection Systems, Security Systems, Accessibility Compliance (I-A, II-A), Repairs to Mechanical, Electrical and Plumbing Systems (I-B, II-B)	\$ 2,220,206
1	Repairs or Rehabilitation	<b>SHB/CPP</b> - Repairs to Mechanical Systems, Life Safety and Fire Protection Systems, Security Systems, Accessibility Compliance (I-A, II-A)	\$ 337,467

## Deferred Maintenance Project in Capitol Complex Bldgs.

1	Repairs or Rehabilitation	<b>TJR</b> - Repairs to Mechanical, Electrical and Plumbing Systems, Life Safety and Fire Protection Systems, Security Systems, Elevators, Accessibility Compliance (I-A, II-A), Repairs to Mechanical Systems (II-B)	\$ 1,264,955
1	Repairs or Rehabilitation	<b>WBT</b> - Repairs to Electrical and Plumbing Systems, Life Safety and Fire Protection Systems, Security Systems, Accessibility Compliance (I-A, II-A), Repairs to Mechanical and Electrical Systems, Architectural Interiors and Finishes (I-B, II-B)	\$ 3,452,414
1	Repairs or Rehabilitation	<b>WPC</b> - Repairs to Mechanical, Electrical and Plumbing Systems, Life Safety and Fire Protection Systems, Security Systems, Accessibility Compliance, Building Envelope and Exterior Windows (I-A, II-A), Repairs to Building Envelope, Architectural Interiors (I-B)	\$ 4,092,544
		<b>Total</b>	<b>\$ 21,563,763</b>

## ATTACHMENT G – BONFIRE SUBMISSION INSTRUCTIONS

Please follow these instructions to submit via our Public Portal.

### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement
Package 1 - Non-scored Documentation	File Type: PDF (.pdf)	Multiple	Required
Package 2 - HUB Subcontracting Plan	File Type: PDF (.pdf)	Multiple	Required
Package 3 - Scored Documentation	File Type: PDF (.pdf)	Multiple	Required

#### Commodity Codes

Commodity Set	Commodity Code	Title	Description
NIGP	90644	Heating; Ventilating; Air Conditioning - Architectural Services	
NIGP	90652	Interior Design, Space Planning, and Exhibits/Displays	
NIGP	90658	Lighting (Interior, Exterior) - Architectural Services	
NIGP	90678	Security Systems; Intruder and Smoke Detection - Architectural	
NIGP	90738	Drafting Services	

Commodity Set	Commodity Code	Title	Description
NIGP	91825	Compliance Consulting, American Disabilities Act (ADA)	
NIGP	92533	Engineer Services, Professional	
NIGP	92567	Mechanical Engineering	
NIGP	92588	Structural Engineering	

**Requested Documents:**

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

**2. Upload your submission at:**

**<https://tfcstate.bonfirehub.com/opportunities/29859>**

The Q&A period for this opportunity starts July 27, 2020 9:00 AM CDT. The Q&A period for this opportunity ends Aug 18, 2020 5:00 PM CDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Aug 25, 2020 3:00 PM CDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

**Important Notes:**

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### **Need Help?**

Texas Facilities Commission uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>